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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Address--1985 Program

FROM:	EXTENSION	NO.
EO/DDA		STAT
		DATE 26 April 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDA				All:
2. ADDA				Additional comments for DDA presentation at the pre-Program meeting scheduled for Tuesday, 26 April at 1330 hours.
3. [redacted]				STAT
4.				
5.				
6.				ILLEGIB
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Distribution:
0 - DDA
1 - ADDA
1 - MS
1 - DDA Subj
1 - EO/DDA
1 - EO Chrono

EO/DDA [redacted] ba(26Apr83) STAT

FORM 1-79 610 USE PREVIOUS EDITIONS

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DDA ADDRESS--1985 PROGRAM

SUGGEST THE FOLLOWING BE MENTIONED AT CONCLUSION OF FORMAL REMARKS:

I. FROM YOUR REVIEW OF OUR PROGRAM WITH DAVE AND CHUCK, WE UNDERSTAND THAT IT WOULD BE HELPFUL FOR US TO PROVIDE ADDITIONAL INFORMATION ON CERTAIN ASPECTS OF OUR SUBMISSION. THE OFFICE DIRECTORS HERE AND I WILL PROVIDE THAT INFORMATION AS WE GO ALONG. IF YOU NEED ANY ADDITIONAL INFORMATION, PLEASE LET US KNOW AND WE WILL GET IT TO YOU.

II. OUR STANDARD SUPPORT REQUIREMENT RESOURCES ARE GEARED TO MATCH THE NEW INITIATIVES SUBMITTED. THEY CONTAIN RESOURCES TO MATCH GROWTH GENERATED BY THESE NEW ACTIVITIES. THEY DO NOT PROVIDE FOR ANY ENHANCEMENT OF THE LEVEL OF SUPPORT NEEDED TO SUSTAIN THE ACTIVITY--NO FRILLS! ALSO WITH THE SSR'S, WE PROVIDE NO CONSIDERATION FOR EXISTING SHORTFALLS. OUR OWN NEW INITIATIVES, ON THE OTHER HAND, ARE GEARED TO COMPENSATE FOR EXISTING SHORTFALLS OR TO PROVIDE AN ENHANCED, MORE EXPEDITIOUS LEVEL OF SUPPORT.

A. IN THE INSTANCE OF OUR TRAINING INITIATIVE, THE BULK OF OUR RESOURCES WILL SERVE TO PROVIDE BETTER, MORE COMPREHENSIVE TRAINING FOR ANALYSTS, AN AGENCY-WIDE CLERICAL TRAINING PROGRAM, AND TRAINING IN AN AUTOMATED OFFICE ENVIRONMENT. THE EQUIPMENT NEEDED IN THIS INITIATIVE IS FOR MORE SOPHISTICATED, EXPENSIVE TRAINING GEAR, PARTICULARLY TERMINALS, WORD PROCESSORS, AND RELATED ITEMS (NOT INCLUDED IN THE SSR'S).

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B. AS FAR AS THE AUDIT/CERTIFICATION UPGRADE INITIATIVE IS CONCERNED, WE ARE AGAIN ENHANCING OUR LEVEL OF SUPPORT IN HANDLING THE INCREASE IN TRAVEL VOUCHERS AND THEIR COMPLEXITY--WE ARE NOT ADDRESSING THE GROWTH IN AGENCY PERSONNEL WHICH IS PROVIDED FOR VIA THE SSR CONCEPT.

III. SAFETY AND HEALTH INITIATIVE

A. SINCE THE SAFETY STAFF WAS PLACED IN THE O/DDA, WITHIN THE LAST TWO YEARS WE HAVE ADDED THREE FULL-TIME POSITIONS TO THE STAFF, AND WE HAVE ALSO INCREASED THE NUMBER OF CO-OP STUDENTS AND PART-TIME EMPLOYEES.

B. WITH THESE ADDITIONAL PERSONNEL, WE BELIEVE THAT WE HAVE AN EFFECTIVE, VIABLE PROGRAM.

C. AFTER THESE ADDITIONAL PERSONNEL ARE FULLY TRAINED AND ABSORBED INTO THE PROGRAM IN ABOUT A YEAR, WE WILL BE IN A BETTER POSITION TO REALISTICALLY SIZE OUR PROGRAM IN TERMS OF EFFORT AND RESOURCES REQUIRED.

D. THE RELATIVELY LOW RANKING OF THE INITIATIVE IS BECAUSE OF THE RECENT ADDITIONS TO THE STAFF WHICH HAVE BEEN MADE AND THE FACT THAT WE HAVE MANY PRESSING NEEDS.

IV. OTE AND WORD PROCESSING TRAINING

A. WITH RESPECT TO WORD PROCESSING TRAINING, THE VENDOR IS DOING THE BASIC TRAINING FOR WANG WORD PROCESSORS. THE COMPONENT PURCHASES

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THE WANG TRAINING AS PART OF THE PACKAGE.

B. OTE IS CURRENTLY GETTING GEARED UP TO PROVIDE WANG WORD PROCESSING TRAINING REQUIRED WHICH IS NOT ASSOCIATED WITH EQUIPMENT PURCHASES. THE TRAINING WILL BE PART OF THE NEW AGENCY-WIDE CLERICAL TRAINING COURSE.

C. OTE IS ALSO CURRENTLY PROVIDING TRAINING ON THE NBI WORD PROCESSORS.

D. WE EXPECT TO CONTINUE ALONG SOMEWHAT THE SAME LINES IN 1985, HOWEVER:

1. WORD PROCESSING WILL INEVITABLY INCREASE IN ALL ASPECTS OF OUR BUSINESS, AND OTE WILL HAVE TO USE WORD PROCESSORS AS AN INTEGRAL PART OF OUR ONGOING TRAINING COURSES (SUCH AS THE PROOF READING COURSE).

2. BY 1985 WE EXPECT THAT CRAFT WILL BE FAR MORE EXTENSIVE THAN IT IS TODAY, AND WE WILL HAVE TO PROVIDE OUR OPS OFFICER TRAINEES WITH WORD PROCESSING TRAINING, AMONG OTHERS.

E. I WILL LEAVE TO THE DIRECTOR OF DATA PROCESSING A DISCUSSION OF THE WANG IMPACT ON HIS CENTRAL ADP SERVICES.

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